



MEMORANDUM

To: Wyoming Department of Education

From: University of Wyoming, GEAR UP Wyoming

Date: September 21, 2015

RE: Data Request and Security Procedures

Gaining Early Awareness & Readiness for Undergraduate Programs ("GEAR UP") Wyoming is an educational program administered by the University of Wyoming ("UW") in partnership with the Wyoming Department of Education ("WDE"). The terms of this program and the roles and responsibilities of UW and the WDE are memorialized in a Memorandum of Understanding (MOU) between UW, Student Educational Opportunity Office (SEO), Department 3808, Room 330, Knight Hall, 1000 East University Avenue, Laramie, Wyoming 82071, and the WDE, 2300 Capitol Avenue, Hathaway Building, 2nd Floor, Cheyenne, Wyoming 82002-0050. In general, the purpose of the educational program termed GEAR UP is the following:

- Increase the academic preparation and performance level of low-income students for postsecondary education;
- Increase high school graduation rates of low-income students;
- Increase the postsecondary education, enrollment, and graduation rates of low income students; and,
- Increase the knowledge of postsecondary preparation and financing of GEAR UP Students and families.

In order for the University of Wyoming ("UW") to fulfill the tasks specified in the Memorandum of Understanding between the Wyoming Department of Education ("WDE") and UW, dated September 21, 2015 and the Application for Grants Under the Gaining Early Awareness & Readiness for Undergraduate Programs CFDA # 84.334S, Closing Date: July 14, 2011. Grant Dates September 26, 2011 through September 25, 2018 ("GEAR UP Grant"). UW will need to be given access to certain data from the WDE. In addition, UW has executed a contract with Education Northwest, an external research and evaluation firm, to serve as a subcontractor and assist in the evaluation and analysis necessary to comply with the terms of the Grant awarded to UW. UW will be responsible for ensuring that Education Northwest complies with the terms of the Family Educational and Privacy Act ("FERPA"), 20 L.S.C. 1232g, 34 C.F.R. § 99 and that all security and destruction requirements are adhered to in its use of the data obtained from the WDE.

The purpose of this memo is to; 1) clearly specify what data is needed, when, and for what purpose; b) describe how the data will be utilized, analyzed, and reported; c) describe all individuals who will be requesting and handling the data; and d) provide a detailed overview of all security procedures that will be used in the handling of such data.

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Types of data being requested fall into eleven (11) categories¹:

- Data Request #1: Instructional Facilitators for all grades, for school years 2015-2016.
- Data Request #2: Student Demographic Information for grades seven (7) through twelve (12) for school year 2015-2016.
- Data Request #3: Student State Assessment Information for grades seven (7), eight (8) and eleven (11) for school year 2015-2016.
- Data Request #4: Student ACT Information for grades eleven (11) and twelve (12) for school years 2013-14 and 2015-2016.
- Data Request #5: Student ASPIRE Information for grades nine (9) and ten (10) for school year 2015-2016.
- Data Request #6: Student FAFSA Information for grade twelve (12) and college freshmen for school year 2015-2016.
- Data Request #7: School directory information for all grades for school year 2015-2016.
- Data Request #8: School program participation for all grades for school year 2015-2016.
- Data Request #9: Bridges for grades 7-12 for school year 2015-2016.
- Data Request #10: Graduates for school years 2014-2015.
- Data Request #11: Student State Assessment Information for grade six (6) for school years 2008-2009, 2009-2010, 2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016.

¹ Separate spreadsheet, titled GUWY Data Memo Request Attachment A, is hereby incorporated in this Request Memo that shows the specific data elements that are requested within each of the data requests as outlined in Subjection I.



Table 1 provides an overview of: 1) what data will be requested, when and why; 2) how data will be transmitted, utilized and analyzed, and 3) how data will be presented and reported. Table 1 is followed by a description of which individuals will be responsible for requesting and handling data as well as an overview of data security procedures to be employed by all authorized individuals having access to the data.

Table 1

Data being released	Estimated date for data request	Medium of release	Reason for request	How data will be analyzed	How data will be reported
Data Request #1	December 1, 2015	WDE EXCEL Spreadsheet uploaded to the GEAR UP Wyoming account in Wyoming Transcript Center	To meet requirements of GU Grant Application 2011 (funded) to provide quantitative evaluation measures of student achievement criteria	The data will be utilized to document WDE in-kind match.	Data will be used internally to document in-kind match.
Data Request #2	January 4, 2016	WDE EXCEL Spreadsheet uploaded to the GEAR UP Wyoming account in Wyoming Transcript Center	To meet requirements of GU Grant Application 2011 (funded) to provide quantitative evaluation measures of student achievement criteria	Student demographic information will be presented in the evaluation report and will also be used as controlling variables (such as gender and grade level) to describe student outcomes	Data will be presented in an aggregated form and no individual students will be identified in the report
Data Request #3	August 15, 2016	WDE EXCEL Spreadsheet uploaded to the GEAR UP Wyoming account in Wyoming Transcript Center	To meet requirements of GU Grant Application 2011 (funded) to provide quantitative evaluation measures of student achievement criteria	Student demographic information will be presented in the evaluation report will be presented as student outcomes.	Data will be presented in an aggregated form and no individual students will be identified in the report
Data Request #4	August 15, 2016	WDE EXCEL Spreadsheet uploaded to the GEAR UP Wyoming account in Wyoming Transcript Center	To meet requirements of GU Grant Application 2011 (funded) to provide quantitative evaluation measures of student achievement criteria	Student demographic information will be presented in the evaluation report will be presented as student outcomes.	Data will be presented in an aggregated form and no individual students will be identified in the report
Data Request #5	August 15, 2016	WDE EXCEL Spreadsheet uploaded to the GEAR UP	To meet requirements of GU Grant Application 2011 (funded) to	Student demographic information will be presented in the	Data will be presented in an aggregated form

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		Wyoming account in Wyoming Transcript Center	provide quantitative evaluation measures of student achievement criteria	evaluation report will be presented as student outcomes.	and no individual students will be identified in the report
Data Request #6	April 1, 2016	WDE EXCEL Spreadsheet uploaded to the GEAR UP Wyoming account in Wyoming Transcript Center	To meet requirements of GU Grant Application 2011 (funded) to provide quantitative evaluation measures of student achievement criteria	The data will be presented as student outcomes.	Data will be presented in an aggregated form and no individual students will be identified in the report
Data Request #7	October 15, 2015	WDE EXCEL Spreadsheet uploaded to the GEAR UP Wyoming account in Wyoming Transcript Center	To meet requirements of GU Grant Application 2011 (funded) to provide quantitative evaluation measures of student achievement criteria	The data will be used to inform school personnel of GU-sponsored professional development events and for in-kind match.	Data will be used internally.
Data Request #8	January 5, 2016	WDE EXCEL Spreadsheet uploaded to the GEAR UP Wyoming account in Wyoming Transcript Center	To meet requirements of GU Grant Application 2011 (funded) to provide quantitative evaluation measures of student achievement criteria	The data will be utilized to document WDE in-kind match.	Data will be used internally to document in-kind match.
Data Request #9	December 15, 2015	WDE EXCEL Spreadsheet uploaded to the GEAR UP Wyoming account in Wyoming Transcript Center	To meet requirements of GU Grant Application 2011 (funded) to provide quantitative evaluation measures of student achievement criteria	The data will be utilized to document WDE in-kind match.	Data will be used internally to document in-kind match.
Data Request #10	February 1, 2016	WDE EXCEL Spreadsheet uploaded to the GEAR UP Wyoming account in Wyoming Transcript Center	To meet requirements of GU Grant Application 2011 (funded) to provide quantitative evaluation measures of student achievement criteria	The data will be presented as student outcomes.	Data will be presented in an aggregated form and no individual students will be identified in the report
Data Request #11	March 31, 2016	WDE EXCEL Spreadsheet uploaded to the GEAR UP Wyoming account in Wyoming Transcript Center	To meet requirements of GU Grant Application 2011 (funded) to provide quantitative evaluation measures of student achievement criteria	Student demographic information will be presented in the evaluation report will be presented as student outcomes.	Data will be presented in an aggregated form and no individual students will be identified in the report

I. Individuals Responsible for Handling Data:

- Officials requesting the data: Jennifer Ingram has initiated all data requests to the Wyoming Department of Education.

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- **Authority to Bind the Organization:** Jennifer Ingram, GEAR UP Wyoming Grant Director has the authority to bind GEAR UP Wyoming, University of Wyoming to any agreement signed herein.
- **In Charge of Day-to-Day Operations:** Jennifer Ingram will delegate the day-to-day operations to the GEAR UP Wyoming subcontractor, Education Northwest.
- **Staff Conducting Analysis on Data:** The analysis and reporting of evaluation results will be subcontractor officials at Education Northwest, Portland, Oregon.

II. Security Plan for the Use of Data:

The University of Wyoming and any subcontractor working on its behalf will employ the following security procedures when handling data:

- Use the data shared as a result of this request and the accompanying Non-Disclosure Affidavit for no purpose other than as outlined herein and in the MOU between the UW and the WDE, dated September 21, 2015 and the GEAR UP Grant. The UW GEAR UP Wyoming officials further agree not to share data received with any other entity without the prior written approval of the WDE.
- Maintain all data obtained pursuant to this request and the accompanying Non-Disclosure Affidavit in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to this request except as necessary to fulfill the purposes as outlined in the MOU between the UW and the WDE, dated September 21, 2015 and the GEAR UP Grant.
- Ensure that transmission or transfer data is done via secured methods by and between the educational agencies, other institutions authorized to provide data for purposes of this project, the UW and the WDE for purposes of fulfilling the projects as outlined in the MOU between the UW and the WDE, dated September 21, 2015 and the GEAR UP Grant. This includes: password protecting data files with confidential information if being sent electronically and providing password in a separate communication; and burning password-protected files onto a CD-ROM/DVD/other storage device and shipping via a carrier that tracks their shipments (e.g. FedEx, UPS) and providing tracking information
- Not disclose any data obtained as a result of this request in a manner that could identify an individual student, except as authorized by FERPA, to any other entity. The UW may report information obtained as authorized by the WDE, but specifically agrees to abide by the “small numbers” policy of excluding all data items that include any group of students less than ten (10), and to report data only in aggregate form only with no identifying information.
- Not provide any data obtained as a result of this request to any party ineligible to receive data protected by FERPA or prohibited from receiving data from any entity by virtue of a finding under Section 99.31(6)(iii) of Title 34, Code of Federal Regulations.

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- Destroy all data obtained as a result of this request when it is no longer needed for the purposes for which it was obtained or upon request by the WDE. Nothing in this request authorizes the UW to maintain data beyond the time reasonably needed to complete the purpose of the request. All data shall be destroyed or returned to the WDE in compliance with 34 C.F.R. Section 99/35(b)(2) no later than September 25, 2018 in accordance with the provisions of the MOU between the UW and the WDE, unless written permission is obtained from the WDE and the purpose of the study continues.

Recommended by Jennifer Ingram, GEAR UP Wyoming Grant Manager

Signature: [Signature] Date: 3-2-16
Wyoming Department of Education

Tracy Stibitz
Print Name

Signature: [Signature] Date: 3-2-16
University of Wyoming

Jennifer Ingram
Print Name

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